CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 11/8/13 ms ANNOUNCEMENT NO. 123

PUBLIC HEALTH EMERGENCY PREPAREDNESS SPECIALIST (NON-COMP)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a NON COMPETITIVE examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is \$30,160.00 -- \$48,401.60 per Year.

FILING OF APPLICATION

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION — APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON, FRIDAY, NOVEMBER 15, 2013 UNTIL 4:30 P.M. ON THURSDAY, DECEMBER 12, 2013.

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, DECEMBER 12,

2013.

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: EXPERIENCE EVALUATION: Applicant's eligibility will be determined based on

Education and Experience found in Resume.

NOTE: Each applicant is required to submit a detailed resume of his/her education and

experience at the time of filing application.

NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND

EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE

ELIGIBLE LIST.

NOTE: THE ELIGIBLE LIST FOR THIS CLASSIFICATION WILL BE VALID FOR ONLY SIX

MONTHS FROM THE DATE OF ITS APPROVAL BY THE CIVIL SERVICE COMMISSION.

DUTIES OF THE POSITION

Under direction, provides support to reach the goals for the Cleveland Department of Public Health Office of Emergency Preparedness including (but not limited to) training, exercise, evaluation, outreach, volunteer coordination, marketing, plan development, and engagement of special populations. Works to ensure the Department is National Incident Management System (NIMS) compliant. Responsible for the training of the public as well as City of Cleveland staff on previously developed emergency response plans and the development of testing material to gauge staff knowledge. Develops social media, website, newsletters, training, and outreach educational material specific to All-Hazards community preparation. Works closely with other internal departments and community stakeholders to ensure their programs are able to disseminate emergency preparedness via Social Media. Serves as a public health first responder in the event of a public health emergency. Performs other duties as assigned. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam.) Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or GED is required. A Bachelors Degree in Economics, Political Science, Public Health Administration, or related field from a four year accredited college or university is required. One year of full time paid emergency preparedness which includes development and/or execution of training activities is required. (Substitution: Two years of experience may substitute for each year of college education lacking.) A valid State of Ohio Drivers License is required. Must be proficient in writing and in the use of the computer, especially with Microsoft Office Suite and with Social Media tools. Must possess creative ability and effective communication and interpersonal skills. Must have prior incident command training (NIMS IS 100, 200, 700, and 800 minimum). Must be able to stand for prolonged periods and may be required to travel and work untraditional shifts, depending on training needs.

NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes

must be presented at the time of filing. Applications may not be accepted if copies are not submitted

with application at time of filing.

NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have

his/her name removed from the eligible list.

AN EQUAL OPPORTUNITY EMPLOYER

APPLICANT CHECKLIST: READ CAREFULLY

MUST MEET MINIMUM QUALIFICATIONS OF POSITION <u>APPLICATIONS MUST BE RETURNED IN PERSON BY THE APPLICANT!!!!</u>

BEFORE SUBMITTING YOUR COMPLETED APPLICATION, <u>PLEASE REVIEW THE FOLLOWING CHECKLIST</u>
AND PLACE YOUR INITIALS IN EACH BOX YOU HAVE COMPLETED

DURING THE LIFE OF THE ELIGIBILITY LIST, YOU MUST NOTIFY CIVIL SERVICE OF ANY CHANGE OF ADDRESS. FAILURE TO DO SO MAY RESULT IN YOUR REMOVAL FROM THE LIST	COMPLETE
Completed Application Form (<u>DO NOT STATE "SEE ATTACHED RESUME"</u>). IT IS YOUR RESPONSIBILITY TO PROVIDE COPIES OF ENCLOSURES AND ATTACHMENTS	
SIGN AND DATE THE COMPLETED APPLICATION (It does NOT have to be notarized).	
COPY OF BACHELOR'S DEGREE MEETING THE MINIMUM REQUIREMENTS: A DEGREE IN ECONOMICS, POLITICAL SCIENCE, PUBLIC HEALTH ADMINISTRATION, OR RELATED FIELD. <u>Note Substitution Available</u> : Two years of experience may substitute for each year of college education lacking.	
PROOF OF ALL COLLEGE DEGREES LISTED IN THE APPLICATION (copies of diploma and/or official transcripts).	
 CURRENT RESUME OR OTHER INFORMATION INDICATING THE REQUIRED EXPERIENCE OR SKILLS: ONE YEAR OF FULL TIME PAID EMERGENCY PREPAREDNESS WHICH INCLUDES DEVELOPMENT AND/OR EXECUTION OF TRAINING ACTIVITIES. MUST BE PROFICIENT IN WRITING AND IN THE USE OF THE COMPUTER, ESPECIALLY WITH MICROSOFT OFFICE SUITE AND WITH SOCIAL MEDIA TOOLS; MUST POSSESS CREATIVE ABILITY AND EFFECTIVE COMMUNICATION AND INTERPERSONAL SKILLS. MUST HAVE PRIOR INCIDENT COMMAND TRAINING (NIMS IS 100, 200, 700, AND 800 MINIMUM). 	
COPY OF VALID STATE OF OHIO DRIVER'S LICENSE IS REQUIRED.	
COPIES OF ALL PROFESSIONAL LICENSES AND CERTIFICATIONS LISTED IN THE APPLICATION	
<i>NOTE:</i> THE ELIGIBLE LIST FOR THIS CLASSIFICATION WILL BE VALID FOR ONLY SIX (6) MONTHS FROM THE DATE THAT IT IS APPROVED BY THE CIVIL SERVICE COMMISSION.	
THE THREE (3) CARDS IN THE APPLICATION <u>MUST</u> BE COMPLETED (This includes the job classification on the top line of each card as well as your name and address. <u>Leave ID number blank</u> ; we will assign this to you.)	
Any other information or materials that demonstrate your qualifications and experience for this position. It is essential that you describe your education and experience as completely as possible. Ambiguity or vagueness will not be decided in an applicant's favor. Your application packet should clearly demonstrate that you meet or exceed EACH OF THE MINIMUM QUALIFICATIONS. A cover letter is welcomed but not required.	

THE ABOVE INFORMATION MUST BE INCLUDED IN YOUR APPLICATION PACKAGE **AT THE TIME OF FILING**. IF THE ABOVE-MENTIONED ITEMS ARE NOT INCLUDED, YOUR APPLICATION MAY NOT BE ACCEPTED OR APPROVED.

ANYONE WHO WISHES TO REQUEST AN ACCOMMODATION MUST DO SO **AT THE TIME OF FILING.** THE COMMISSION WILL CONTACT THE INDIVIDUAL CONCERNING SUCH ACCOMMODATION PRIOR TO THE EXAMINATION. THE COMMISSION MAY REFUSE TO PROVIDE SUCH ACCOMMODATION IF IT IS NOT REASONABLE OR WOULD CONSTITUTE AN UNDUE HARDSHIP. THE COMMISSION WILL REQUIRE CURRENT (WITHIN ONE YEAR) DOCUMENTATION SUPPORTING THE NEED FOR THE REQUESTED ACCOMMODATION. SUCH DOCUMENTATION SHOULD BE SUBMITTED AT THE TIME OF FILING.

PUBLIC HEALTH EMERGENCY PREPAREDNESS SPECIALIST